

This handout is based on *The Chicago Manual of Style*, Seventeenth Edition, 2017.

Chicago Manual of Style (CMS) format is mainly used in the humanities, especially in history and art. These fields often use primary sources (written and pictorial documents produced in the past by people living during the time period being researched). Because there are many types of primary sources (diaries, letters, government documents, paintings, cartoons, and oral history interviews, to name just a few examples), be sure to check with your instructor for more specific instructions about how to cite your paper's particular primary sources.

CMS documentation format typically documents information used in a text through superscript numbers that refer readers to one of two options for complete source information:

- a) Footnotes at the bottom of the page
- b) Endnotes collected in a Notes page

These notes are then often (but not always) cited in a Bibliography at the paper's end. CMS also has an alternate system of parenthetical author-date references. (See Chapter 15 of *The Chicago Manual of Style*.)

## Basics of Citation:

- When using Endnotes, mention the author in your paper whenever possible (this is called an *attributive tag*), so readers won't have to flip to the Notes page to find the source. (See **Example** on back.) To construct the Notes page, center the word Notes on a page at the end of the paper before the Bibliography. Type endnotes in numerical order. Apply the same spacing used elsewhere in the paper. Footnotes appear the same way except each footnoted piece of information is found at the bottom of its corresponding page. (See **Samples** on back.)
- For each first footnote/endnote entry, include the author's name, the title, and the publication information: city, publisher, and date. Entries from a book or periodical must also include page numbers.
- For a second footnote/endnote from the same source as the preceding note, use "Ibid." (meaning from the same source) plus the page number, if different. For a source cited previously but not in the preceding note, provide the author's (or authors') last name(s), abbreviated title, and page number.
- For a secondary source (a source cited within your source), include both the original source and the secondary source in the footnote/endnote. (See CMS 14.260.)

## How to Format Footnotes and Endnotes:

- Use superscript consecutive numbering to indicate notes. Place notes in superscript numbers after the period in sentences or at the end of clauses. These numbers usually follow punctuation (but precede dashes).
- Word processors can automatically insert a superscript number in-text and the corresponding note. In MS Word, select "Insert," then "Footnote," or "Endnote."

## Book (CMS 14.100–63)

### Print

1. Brad D. E. Jarvis, *The Brothertown Nation of Indians: Land Ownership and Nationalism in Early America, 1740-1840* (Lincoln: University of Nebraska Press, 2010), 32–34.

### Electronic

2. Ted Steinberg, *Acts of God: The Unnatural History of Natural Disaster in America* (New York: Oxford University Press, 2006), 80, 84–85, PDF e-book.

## Article or chapter in an edited book (CMS 14.106–07 and 14.108–12)

3. Robert C. Braddock, "To Serve the Queen," in *Tudor Queenship: The Reigns of Mary and Elizabeth*, eds. Alice Hunt and Anne Whitelock (New York: Palgrave Macmillan, 2010), 225.

4. Kathy Cox, "A Roadmap for Building on Youth Strategies," in *The Resource Guide to Wraparound*, eds. Eric J. Bruns and Janet S. Walker (Portland, OR: National Wraparound Initiative), chap. 2, [http://www.nwi.edu/NWI-book/Chapters/Cox-2.3-\(youthstrengths\).pdf](http://www.nwi.edu/NWI-book/Chapters/Cox-2.3-(youthstrengths).pdf).

**Work with two or more authors** (See CMS 14.76–77 for more information about four or more authors.)

5. William L. Cleveland and Martin Bunton, *A History of the Modern Middle East* (Boulder: Westview Press, 2009), 23.

**Journal article** (CMS 14.168–87) (NOTE: omit *The* in journal titles)

**Print, one author**

6. Byungil Ahn, “Reinventing Scientific Medicine for the Socialist Republic: The Soviet Psycho-Prophylactic Method of Delivery in 1950s China,” *Twentieth-Century China* 38, no. 2 (2013):154–55.

**Online with a digital object identifier (DOI)**

7. Paul C. Henry, “How Mainstream Consumers Think about Consumer Rights and Responsibilities,” *Journal of Consumer Research* 37, no. 4 (2010): 671, <https://doi.org/10.1086/653657>.

**Online without a digital object identifier (DOI)**

8. Melissa Ladd Teed, “A Passion for Distinction: Lydia Huntley Sigourney and the Creation of a Literary Reputation,” *New England Quarterly* 77, no. 1 (2004): 52, <http://www.jstor.org/stable/1559686>.

**Newspaper article** (CMS 14.191–204) (NOTE: Newspaper sources don’t always appear on a Bibliography.)

**Print**

9. Randall C. Archibald, “Judge Blocks Arizona’s Immigration Law,” *New York Times*, July 29, 2010.

**Online**

10. Ezra Klein and Evan Soltas, “Wonkbook: Time Is the Enemy on Immigration Reform,” *Washington Post*, April 22, 2013, <http://www.washingtonpost.com/blogs/wonkblog/wp/2013/04/22/wonkbook-time-is-the-enemy-on-immigration-reform/>.

**Webpage** (CMS 14.205–10)

11. “History of the Pulitzer Prizes,” Columbia University, accessed April 15, 2018, <http://www.pulitzer.org/page/history-pulitzer-prizes>.

**Film (DVDs and Videos)** (CMS 14.265)

12. *An Inconvenient Truth*, directed by David Guggenheim (Hollywood, CA: Paramount, 2006), DVD.

**Sample Page with FOOTNOTES** (Information below is single-spaced to save space.)

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Mary was the last surviving child of Henry VII and Elizabeth of York. Although there is some controversy surrounding Mary Tudor’s birthday, the generally accepted year of her birth, according to Richardson, seems to be 1495.<sup>1</sup> Growing up, Mary was close to her brother Henry VIII, five years older, and they would hold a deep respect and regard for each other throughout their lifetimes. However, that closeness, per Loades, would also put them at odds during Mary’s second marriage. As he explains, Mary’s first marriage had been arranged with Louis XII of France, who at age 52 was desperate for a male heir, having only two daughters from his previous two marriage attempts.<sup>2</sup> France’s law prevented women from inheriting the throne, and, Richardson reminds us, if Louis failed to produce a son soon, France’s next king would be Louis’ son-in-law, Francis.<sup>3</sup> When King Louis died four months later, Mary decided to choose her own second husband.<sup>4</sup>

<sup>1</sup> Walter C. Richardson, *Mary Tudor: The White Queen* (Seattle: University of Washington Press, 1970), 3.

<sup>2</sup> David Loades, “Mary (1496–1533),” in *Oxford Dictionary of National Biography* (Oxford University Press, 2004), accessed January 10, 2012, <http://www.oxforddnb.com>.

<sup>3</sup> Richardson, *Mary Tudor*, 76.

<sup>4</sup> *Ibid.*, 77.

**Sample ENDNOTES Page** (Notes below are single-spaced between notes to save space.)

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Notes

1. Walter C. Richardson, *Mary Tudor: The White Queen* (Seattle: University of Washington Press, 1970), 3.

2. David Loades, “Mary (1496–1533),” in *Oxford Dictionary of National Biography* (Oxford University Press, 2004), accessed January 10, 2012, <http://www.oxforddnb.com>.

3. Richardson, *Mary Tudor*, 76.

4. *Ibid.*, 77.